Charter of the Management Steering Group (MSG)
for Software Process Improvement

Purpose

This Charter establishes the Management Steering Group (MSG) for the NASA Langley Research Center (LaRC) Software Process Improvement (SPI) initiative.

The purpose of the MSG is to guide the SPI implementation activities at (LaRC). The MSG works with the Software Engineering Process Group (SEPG) to document and obtain LaRC senior management approval of the Center Plan for LaRC Software Process Improvement and to facilitate the achievement of the Plan's goals and activities. The MSG sets the direction and priorities for the SPI initiative and also applies improvement activities to the existing management processes.

The MSG will also serve to resolve issues that arise during Center Plan implementation that cannot be handled by the SEPG and Technical Working Groups (TWGs). The MSG removes barriers to the SPI initiative and creates a recognition and reward structure to recognize the efforts of the people involved in accomplishing process improvement.

Scope

The MSG is made up of LaRC senior managers (or their designees) whose organizations are involved in software management, development, maintenance, or assurance. These managers work together to address the software process improvement interests of the entire Center. The MSG will exist for the duration of the SPI initiative.

Mission

Support the operation of the SEPG and the execution of the approved Center Plan for LaRC Software Process Improvement.

Management Steering Group Responsibilities

- Review and approve Center Plan for Software Process Improvement and significant changes to the Plan, and advocate Center Director approval
- Ensure alignment of SPI improvement activities with LaRC mission and goals
- Provide advocacy, pro-active commitment, and visible management support
- Allocate resources, which includes obtaining resources for TWGs
- Review TWG and SEPG recommendations and support the implementation of approved recommendations
- Monitor the progress of the SPI initiative
- Determine measurements to evaluate the initiative progress
- Provide guidance and direction to the SEPG
- Conduct periodic meetings with the SEPG to review the SPI initiative and discuss concerns
- Promote cooperation and cross-functional communications
- Obtain and sustain LaRC support for the SPI initiative
- Assist SEPG in risk mitigation for SPI initiative
- Identify and solicit applicable organizations for adoption of results from successful pilots, and approve SEPG support and resources for those adoption activities
- Review SEPG status
- Address problems that are beyond the ability of the SEPG to affect

Management Steering Group (MSG) Lead Responsibilities

- Leads MSG
- Schedules and chairs MSG meetings
- Tracks MSG action items
- Solicits support and active participation in the SPI initiative

Software Engineering Process Group (SEPG) Lead Responsibilities

- Record MSG meeting minutes and action items
- Assure minutes and action items from each meeting are provided to the MSG

MSG Membership as of August 4, 2003

The members of the MSG are the Directors of the Research and Technology (R&T) Competencies plus the LMS Management Representative and representatives from Programs and the Mission Assurance Office. The current members are:

Aerodynamics, Aerothermodynamics, and Acoustics Competency – Dr. Ajay Kumar
Aerospace Systems, Concepts, & Analysis Competency – Cynthia C. Lee
Airborne Systems Competency – Dr. P. Douglas Arbuckle
Atmospheric Sciences Competency – Leonard R. McMaster
Systems Engineering Competency – Stephen G. Jurczyk
Structures & Materials Competency – Mark J. Shuart
Research Facilities Management Office – Dr. Wilson T. Lundy
Mission Assurance Office – Donald J. Porter
Programs – Ronald L. Baker
LMS Management Representative – Dr. Douglas B. Price

Associate Membership
SEPG Lead – Pat Schuler, Systems Engineering Competency

Conduct of Operations

- The MSG meetings are held on an as-needed basis.
- The SEPG leader is the facilitator for the MSG meetings.
- The meetings are mandatory for all MSG members. Designees must be sent if an MSG member is unable to attend.
- Meetings will have an agenda distributed at least three days prior to the meeting and all previous meeting minutes and action items will be documented and distributed no later than the agenda.
- Action items will be tracked to closure.